

HOW TO FILE A MOTION TO MODIFY YOUR PROBATION

IF YOU HAVE AN ATTORNEY, CONTACT HIM/HER TO FILE THE MOTION ON YOUR BEHALF. IF YOU ARE UNREPRESENTED, THE FOLLOWING INSTRUCTIONS CAN ASSIST YOU IN FILING A MOTION.

GO TO THE THIRD FLOOR BETWEEN COURTROOMS “B” AND “C”. ON THE COUNTER ARE FORMS LABELED “TRAFFIC AND MISDEMEANOR”. USE THIS FORM. FILL IT OUT, MAKING SURE YOU HAVE YOUR CASE NUMBER. YOU CAN FIND YOUR CASE NUMBER ON THE LIST LOCATED ON THE COUNTER OUTSIDE THE PROBATION OFFICE WINDOW.

ONCE YOU HAVE FILLED OUT THE FORM PROPERLY, PICK UP THE PHONE LOCATED ON THE WALL IN THE HALLWAY WHERE YOU ARE STANDING AND CALL THE APPROPRIATE JUDGES’ ASSISTANT. TELL HER THAT YOU NEED A COURT DATE TO MODIFY YOUR PROBATION. SHE WILL GIVE YOU THE DATE YOU NEED TO RETURN TO ADDRESS YOUR ISSUES.

AFTER YOU HAVE BEEN GIVEN THE DATE YOU WILL NEED TO FILE THIS MOTION WITH THE CLERK OF COURT, THE STATE ATTORNEY’S OFFICE AND THE PROBATION OFFICE. IF YOU FAIL TO APPEAR IN COURT ON THE DATE YOU WERE GIVEN, THE MOTION WILL NOT BE ADDRESSED.

BE THERE ON TIME. KEEP IN MIND, YOUR PROBATION OFFICER CANNOT GIVE YOU AN EXTENSION OF ANY CONDITION OF PROBATION, ONLY THE JUDGE CAN.